

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

455 Avenue Alhambra, #6 ~ P.O. Box 335 ~ El Granada, California 94018
Telephone: (650) 726-7093 ~ Facsimile: (650) 726-7099 ~ Email: gsd@netwiz.net

MINUTES

BOARD OF DIRECTORS REGULAR MEETING

October 17, 2002

CALL MEETING TO ORDER: The Regular Meeting was called to order at 7:31 p.m.

ROLL CALL: Attending Directors were: President Bill Katke, Vice President Leonard Woren, Treasurer Laura Stein, Secretary Fran Pollard, and Board Member Shawn McGraw.

Attending staff were: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, Legal Counsel Jonathan Wittwer, and District Engineer Howard Hoffman.

PLEDGE OF ALLEGIANCE: Board President Bill Katke led all present in the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: President Katke opened Public Comment. The following member of the public addressed the Board:

Donald Sheardown, a resident of Miramar, stated his concerns regarding the accessibility of the District's meeting facilities to disabled persons, and also asked the Board to notify the general public of the District's negotiations to purchase a building for the District's offices in El Granada. District Manager Chuck Duffy advised Mr. Sheardown that he could contact him after the meeting to discuss ADA compliance, if he desired. Further, Mr. Duffy stated that consideration of purchasing a building for District offices would be an Open Session item on the November agenda, and that the issue had been an Open Session item earlier in the year.

Director Leonard Woren announced that the County would no longer provide the Parcel Inventory System on their web site, and requested that staff contact the County for information in this issue. He feels that the information provided by the system is a valuable resource to the District and the public, and he would like the County to put it back onto their web site.

CONSENT AGENDA

1. **Approval of meeting minutes for September 19, 2002**
2. **Approval of October warrants totaling \$142,141.59**
3. **Approval of August 2002 Financial Statements**

4. **Approval of Bond Administration Fund distribution to GSD in the amount of \$8,317.98 Reimbursement for Assessment District Expenses paid from General Account**
5. **Approval of Relief of One Non-Contingent Assessment (1 ERU) for O'Hare/Navarro, APN 048-022-360, 310 Magellan Ave., Miramar**

Director Shawn McGraw requested that Consent Agenda Item #1 be held for discussion.

Director Laura Stein moved to approve Consent Agenda items 2, 3, 4, and 5. (Stein/Woren) 5-0

ACTION AGENDA

6. **Consideration of Audit for Fiscal Year 2000-2001.**
General Manager Duffy reviewed the audit report provided in detail, and answered general Board questions.
Director Stein moved to approve the District audit report for fiscal year 2000-2001. (Stein/McGraw) 5-0
7. **Review and Discussion of Monthly Financial Statements.**
General Manager Duffy reviewed the current Balance and Revenue & Expenditures sheets, explaining the changes he will implement for clarity. This was a discussion item only.

The Board returned to the Consent Agenda item held for discussion earlier in the meeting.

1. **Approval of meeting minutes for September 19, 2002:**
Director McGraw requested the following verbiage be added to the minutes for item #1: " . . . research she had done on other *Coastside* districts meeting compensation."

Director McGraw moved to approve the meeting minutes for September 19, 2002 with the requested change. (McGraw/Pollard) 5-0

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

8. **Sewer Authority Mid-Coastside: Directors Woren and McGraw: Report on Special Meeting held on October 14, 2002 adjourned from September 23, 2002 meeting:**
Director Woren reported that SAM is still in the process of interviewing for a General Manager.

9. General Manager's Report.

Status of Community Services District Research: A report will be provided at the next board meeting on this item.

LCP Update: District Counsel Jonathan Wittwer advised that he, Mr. Duffy and Mike Murphy (County of San Mateo Chief Deputy County Counsel) are in the process of scheduling a meeting to discuss issues concerning the LCP Update as it relates to the District.

District Newsletter: The Board agreed to have final comments on the newsletter to the General Manager no later than October 25th. The Board decided on using different photos taken throughout the District for the masthead.

10. Administrator's Reports.

District Administrator Gina Holmes briefly reviewed the following reports: Administrative Activities for September/October 2002, Status of Sewer Connection Applications and Permits, and Status of Additional Waste Cans/Dog Waste Collection Bag Dispenser at Surfer's Beach.

11. Engineer's Report:

District Engineer Howard Hoffman briefly reviewed the Report of Recent Engineering Activities for August 2002.

12. Attorney's Reports:

Counsel Wittwer advised that he would be writing a response to a letter he received from Mr. Perkins, an applicant requesting exemption from Ordinance No. 139, regarding whether a CDP needed to be obtained for a lot line adjustment on his parcel.

FUTURE AGENDA ITEMS

13. Re-ordering of Future Agendas:

The Board agreed to move the Consent Agenda to the end of the Action Agenda at future meetings.

ADJOURN

President Katke adjourned the meeting at 10:02 p.m.

SUBMITTED BY:
Chuck Duffy, General Manager

APPROVED BY:
Fran Pollard, Board Secretary

Date Approved